

ADMINISTRATIVE

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Approved For Release 2000/05/16 : CIA-RDP81-00261R000700040019-5

Minutes

Administrative Management Advisory Group

March 10, 1980

Present:

STATINTL

██████████	MG, Chairman
Edith C.	OL
Larry P.	OTR
Jack F.	OC
Bob P.	ISS
Helen R.	ODP, Recorder

The meeting was called to order at 1510 on March 10 by the Chairman with the above member in attendance. It was requested that the minutes reflect that Bob P. was in attendance and that Jack F. represent OC rather than OF.

1. Physical Fitness Program

STATINTL

██████████ had received from Bob Z. several memorandums written over the last two years in reference to the establishment of a physical fitness program, which he distributed to everyone prior to the meeting. There followed a discussion on the establishment of such a program and its requirements. Some specific points made were as follows:

- a. Necessity for additional space within Headquarters must be addressed and resolved.
- b. Employees must be able to go to OMS for necessary physical and stress tests because of the high cost of private physicians.
- c. Who is responsible for our current facilities in Headquarters and what does he do?
- d. What facilities, if any, exist outside of the Headquarters building?
- e. Some facility should exist for other buildings beside Headquarters to offer equal opportunity.

It was suggested that ADMAG look at the program and facilities of the Pentagon. In preparation for next month's meeting, we will investigate facilities available at buildings other than Headquarters as follows:

Key	Marrell M.	
██████████	Edith C.	STATINTL
██████████	Marrell M.	
██████████	Marrell M.	
NPIC	Larry P.	
C of C	Larry P.	STATINTL
██████████	Jack F.	
South	Bob P.	
Ames	Bob P.	

Bob P. will talk with the people responsible for the Headquarters facilities.

2. Non-Smoking Areas

The consensus was that non-smoking areas are being observed without placing undue pressure on employees. As far as classroom situations,

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the institution of no-smoking seems to work better than half and half. It was felt that we should check with the grievance board to determine if they are receiving complaints.

3. Energy Conservation

STATINTL [REDACTED] Helen R. will write a memorandum to Benefits and Services Branch requesting the addition of a specific color card for van pools and another color card for employees on flex time desiring to car pool. [REDACTED] will confer with the Space Maintenance Branch on the possibility of a map containing bus and metro routes. Helen R. raised the question of a carpool, vanpool map in the outlying buildings. It was requested that people investigating physical fitness facilities also check on the locator maps in the outlying buildings.

4. What is ADMAG?

Bob P. put together an addendum to an administrative notice [REDACTED] describing what ADMAG is and what we do, that can be distributed to the different offices.

STATINTL

New Business

5. Parking

Bob P. had received some questions concerning the advent of paid parking and felt that we, ADMAG, should take an active role in insuring that these questions are answered. These question are:

- a. Where will you park day by day if you can't ride with your carpool?
- b. What happens if someone parks in your parking place?
- c. Where do you pay to park day by day?

ADMAG felt it would be good to request notification of parking fee amounts and how collection will be handled be published as soon as possible and preferably in July or August. Edie C. will check into the plans that OL has concerning this matter for next month.

The next ADMAG meeting will be held on Monday, April 21 at 1500. The chairman requested that anyone unable to attend notify either him or Helen R.

A copy of the names, addresses, and phone extensions of all ADMAG representatives is included.

The meeting was adjourned at 1645.

Helen R.
Recorder

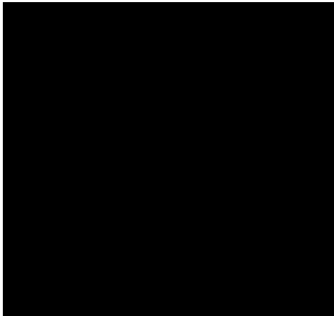


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ADMAG Representatives as of 1 January 1980

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Office	Name	Address	Ext.	Term Exp.
STATINTL MG Career Sub-group		2F42 Hq	6501	July 80
Communications			(486)	Jan. 81
			391-8521	
Data Processing		GA0519 Hq	4311	July 80
Finance		736 Ames	3593	Jan. 81
STATINTL Information Services		2E42 Hq	6027	July 80
Logistics			8-8120	Jan. 81
Medical Services		1D4040 Hq	6322	Jan. 81
Security		4E13 Hq	7683	July 80
Training		205 C of C	2826	July 80

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Agenda

Administrative Management Advisory Group

21 April 1980

1500 7D32 HQS.

1. Approval of minutes of 10 March 1980
2. Discuss physical fitness program
3. Memo requesting special color cards for vanpools and flex-time
4. Status of pay parking
5. Carpool locator maps

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